



**CITY OF BURLINGTON  
BOARD OF HEALTH**

645 Pine Street  
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**BOARD OF HEALTH•**

Austin Sumner, Chair • David Casey • Mary D. Hart • Julie Hathaway • Caroline Tassey

**BOARD ADMINISTRATOR**

Linda Ayer

**HEALTH OFFICER**

William Ward

**INTERNS:**

Emma Hevey – Grace Hevey

**MINUTES FOR REGULAR MEETING OF  
BURLINGTON BOARD OF HEALTH  
CITY HALL – ROOM  
THURSDAY, FEBRUARY 21, 2013, 5:30 PM**

*Attending: Austin Sumner, David Casey, Mary Hart, Julie Hathaway, Caroline Tassey, Emma Hevey, Grace Hevey, William Ward, Linda Ayer*

*Public: Charles Bryson*

Meeting called to order by Chair, Austin Sumner at 5:40 PM - Introduction/Welcome Julie Hathaway

ITEM	DISCUSSION	ACTION
1. Approval of Agenda and Minutes of Prior Meeting <b>10 minutes</b>	January 10, 2013 meeting minutes amended to reflect “testimony” re: marijuana use.  January 13, 2013 Strategic Planning summation	Approved amended meeting minutes Approved Strategic Planning meeting summation.
2. Public Forum	No comments	

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<p>3. VDH – Food &amp; Lodging 18 minutes</p>	<ul style="list-style-type: none"> <li>• Report Summation: <b>Addendum A</b></li> <li>• 16 food vendors are licensed in farmers market in Burlington</li> <li>• Retail food stores do not have an emergency back-up plan –</li> <li>• Restaurants are developing their own back up plans</li> <li>• Deli &amp; bakery licenses are governed by seating capacities and are licensed by the Dept of Agriculture.</li> </ul> <p>BOH Discussion:</p> <ul style="list-style-type: none"> <li>• Scoring system for restaurants and food establishments does not represent major/minor infractions. ...</li> <li>• Could VDH partner with CE staff to train in event of emergency food distribution? <ul style="list-style-type: none"> <li>○ i.e. cafeteria service/food line to check temperatures, etc.</li> </ul> </li> <li>• Jurisdiction lies with VDH</li> <li>• School cafeterias are not licensed by the VDH but the USDA requires VDH inspections 2 x per year.</li> </ul>	<p>BOH consider helping with distributing guidance documents to supermarkets in Burlington</p> <p><b>Health Officer William Ward</b> to speak w/ Liz Wirsling regarding enforcement of Title 18.</p>
<p>4. Urban Agriculture City Council Directive 30 minutes</p>	<p>Summary presented by David Casey: There are 227 properties in Burlington of 2 acres or greater.</p> <ul style="list-style-type: none"> <li>○ 1 sheep/goat per half acre.</li> <li>○ Cows are social creatures, therefore no single cow allowed per property.</li> <li>• Intervale farms are zoned as agriculture – The new ordinance will be applicable only for those properties not lying within the agricultural zone.</li> <li>• Issues are needing further refinement around commercial v. personal product</li> </ul>	<p><b>David Casey</b>, will work with UA committee to further refine the Urban Agriculture Ordinance draft due to the Planning Commission on March 26, 2013</p> <p><b>BOH recommendations:</b></p> <p>Investigate registration of all animals to provide a point of compliance and generate a registration fee.</p>

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	<p>production.</p> <ul style="list-style-type: none"> <li>• See Humane Society memo: Addendum B</li> <li>• Part of urban agriculture movement is to promote food security, for community, etc.</li> <li>• Humane society is not promoting any commercial enterprise.</li> </ul> <p><u>BOH comments:</u> Agency of agriculture addresses the selling of animal by-products.</p> <ul style="list-style-type: none"> <li>• <i>Concerns expressed that animal welfare takes a back seat to money making.</i></li> <li>• Slaughter is banned in Burlington.</li> <li>• Does commercial farming belong in Burlington residential areas? What about barter relationships?</li> <li>• <i>Currently, there is no way to enforce, unless complaint based, and would rely on community monitoring.</i></li> <li>• Article I: legal authority – CCHS has offered to be the enforcer of this ordinance.</li> <li>• <i>Julie Hathaway – Burlington resident poisoned skunk on own property: discussion about handling incident and police followed appropriate protocol.</i></li> </ul>	<ul style="list-style-type: none"> <li>• How successful is registration of dogs in the city of Burlington? What is current number of animals registered?</li> <li>• <b>Check</b> with clerk/treasurer Lori Olberg.</li> </ul> <p><b>BOH</b> members to e-mail questions to be asked of Chief Schirling and the Agriculture Dept. <b>W. Ward, and D. Casey</b> will contact them for answers.</p>
<p>Health Officer's Report <b>20 minutes</b></p>	<p>Additional non-habitable building: working w/ social services (no heat, no water, collapsing roof, excessive interior mold, water damage. For written report on Code Actions: <b>See Addendum B</b></p>	
<p>Emergency Preparedness <b>20 minutes</b></p>	<p>NIMS – Incident mgmt. system Fire and police departments uses this system for everything to maintain consistent communications and track resources. Standardized resource management protocols (for</p>	<p><b>W. Ward</b> to obtain lists of people to hold positions beyond Incident Command from Chief Lasker.</p>

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	<p>major and minor incidents).          Focuses on              I) Preparedness              II) Communications and Information Management              III) Resource mgmt.              IV) Command and Management  <i>(people holding positions will change – with the fluidity of the situations)</i></p> <p>National Exercise – tabletop &amp; graded          Local Exercise – Coast Guard incident</p> <p>?Command location BPD Backup BED          ?Hand-off documentations</p> <p>What are the action steps for the roles of the Board of Health? NIMS 100 Level on-line.</p>	<p><b>W. Ward</b> to provide BOH w/ a copy of Pandemic Flood example.</p> <p><b>BOH</b> members to review NIMS100 Level on-line.</p>
<p>1. Chair's Report – <b>30 minutes</b></p> <ul style="list-style-type: none"> <li>• City Resolution – board appointees</li> <li>• Strategic Plan Review</li> <li>• Agenda Items – timed discussions –</li> </ul>	<p>BOH report due to City Council on March 26, 2013.</p> <p>Reference previous efforts:          Address Emerging Issues          Identify Achievements          Strategic Plan for FY14 –</p> <p>Subcommittees:</p> <ul style="list-style-type: none"> <li>• Food Safety – Caroline Tassey</li> <li>• Drug Addiction/Recovery/Crime – Julie Hathaway/Mary Hart</li> <li>• Urban Agriculture – David Casey</li> </ul> <p>BOH has power to develop partnerships and raise public awareness.</p>	<p><b>BOH</b> members to review past year's efforts and identify:          Strengths, Weaknesses, Opportunities, Risks</p> <p><b>BOH:</b> Send comments to Austin Sumner, Chair by <b>March 12, 2013 for summaries of:</b> POPE, School Inspections, Urban Agriculture, F-35, Emergency Preparedness, Partnerships</p> <p><b>Austin Sumner</b> to prepare draft of report for discussion at March 14, 2013 meeting.  <b>BOH approved</b> timed agenda.</p>

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<p>2. Members' Reports</p> <ul style="list-style-type: none"> <li>• P.O.P.E. (Pesticide Ordinance Public Education) <b>10 minutes</b></li> <li>• School Inspections <b>2 minutes</b></li> <li>• Burlington Partnership for a Healthy Community <b>30 seconds</b></li> <li>• Other <b>5 minutes</b></li> </ul>	<p>See Report Addendum C:</p> <ul style="list-style-type: none"> <li>• Lawn Labs New Applicants – Timeline for next phase by March 14<sup>th</sup>...</li> <li>• Next POPE Meeting Tuesday, March 5, 4:30 PM DPW</li> </ul> <p>Smith School inspection completed.</p> <p>Early Essential Education - Ira Allen Sustainability Academy – (HO Wheeler) are left to be inspected by year end FY13.</p> <p>Remove BPHC from the Agenda</p> <p>Budget - No directives from Finance Dept.</p>	<p><b>BOH approved</b> up to \$500.00 in expenditures for table rental and display materials for the Vermont Flower Show.</p> <ul style="list-style-type: none"> <li>• Need <b>BOH</b> members to sign up for Flower Show event</li> </ul> <p><b>D.Casey &amp; W. Ward</b> to create school rating and inspection report on CP Smith School.</p>
<p>3. Staff Report</p> <ul style="list-style-type: none"> <li>• Web Updates/Front Porch Forum</li> </ul>	<p>Published Meals on Wheels volunteer needs</p> <p>Lawn Labs Applications – to advertise in late March</p>	<p><b>Austin Sumner</b> to send Chlymadia posting for FPF</p>
<p>4. Agenda Items/Next Meeting</p>	<p>Emerging issues: Childcare– pre-school (inspect schools)</p> <p>3-year reappointment of Health Officer - May</p>	
<p>5. Adjournment</p>	<p>8:00 PM</p>	

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**ADDENDUM A:**

**From:** "Wirsing, Elisabeth" <[elisabeth.wirsing@state.vt.us](mailto:elisabeth.wirsing@state.vt.us)>  
**Date:** February 21, 2013, 8:40:09 AM EST  
**To:** "[austinsumner@yahoo.com](mailto:austinsumner@yahoo.com)" <[austinsumner@yahoo.com](mailto:austinsumner@yahoo.com)>  
**Cc:** "Cragin, Lori" <[Lori.Cragin@state.vt.us](mailto:Lori.Cragin@state.vt.us)>  
**Subject:** VDH Information

Dear Dr. Sumner,

Thank you for your inquiry regarding Burlington businesses that the Vermont Department of Health (VDH) licenses, inspects and regulates.

The mission of the VDH Division of Environmental Health is to:

"Protect public health, prevent disease, and reduce or eliminate environmental risk using science, education and regulation."

The VDH Food and Lodging Program's *Health Regulations for Food Service Establishments* can be accessed through our website:

[http://healthvermont.gov/regs/03food\\_estab.pdf](http://healthvermont.gov/regs/03food_estab.pdf)

Our retail food inspection is based on 44-item checklist. Thirteen of these items are considered "critical" and address areas where there is a high likelihood of illness if left uncorrected. Appropriately, these critical items are weighed heavier in our analysis. The remaining 31 "non-critical" items measure construction items and overall cleanliness. Totaled, all 44 checklist items add up to a perfect score of 100. To pass the inspection, food establishments must have a score of 70 or better and have no uncorrected critical items in violation. If these criteria are not met, the establishment will be asked to voluntarily close its doors until it can open again in full compliance. If the establishment does not comply with this request, the Department will use additional enforcement authorities under statute to require closure or alternative actions until violations are addressed.

Several new resources are available for local businesses and organizations requesting technical assistance or information. VDH has collaborated with the University of Vermont Extension Service and VT Agency of Agriculture, Food & Markets to produce several food safety and regulatory information fact sheets. Of interest to the Board of Health may be the "Farmer's Market Vendor Series". UVM Extension information is accessible here: [http://www.uvm.edu/extension/food/?Page=food\\_safety.html](http://www.uvm.edu/extension/food/?Page=food_safety.html)

The Vermont Food Safety Task Force is a statewide stakeholder group for individuals interested in food safety issues in VT:

<http://vt.foodprotectiontaskforce.com/>

As requested, below is information for the types of active VDH licensees with a Burlington-based license.

License Code	Type	Number
1	Restaurant: 1-25 seats	36

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2	Restaurant: 26-50 seats	34	
3	Restaurant: 51-100 seats	41	
4	Restaurant: 101-200 seats	22	
5	Restaurant: 201 or more	18	
6	Home caterer	23	
7	Commercial Caterer (includes mobile units, push carts)	103	
8	Limited Operations	7	
9 or 10	Temporary Food Stands	16	
11	Food Processor: \$10-50K gross receipts	2	
12	Food Processor: over \$50K gross receipts	2	
13	Children's Summer Camp	1	
14	Home Bakery	11	
15	Small Commercial Bakery	24	
16	Large Commercial Bakery	8	
18	Seafood Vendor	7	
19	School Lunch Program	14	
20	Lodging: 1-10 capacity	7	
22	Lodging: 11-20 capacity	4	
23	Lodging: over 50 capacity	3	
<b>Total</b>		383	

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As Lori mentioned, the Food and Lodging Program is working to publish a Vermont-specific "Emergency Action Plan for Retail Food Establishments" that will help businesses prepare for short-term or long-term emergencies that may involve interruption of electrical service or water service, contaminated water supply, sewage backup, fire or flood. If this is an area of interest to partner, we can be in touch as the project moves forward.

Please contact the Division of Environmental Health if you have any additional questions. In Burlington, the Food and Lodging Program also routinely reminds businesses to be aware of local requirements and refers business owners to the Department of Public Works for compliance with local requirements. VDH appreciates the working relationship with the city of Burlington to improve public health.

Sincerely,

Elisabeth Wirsing, MPH  
Food and Lodging Program Chief  
Division of Environmental Health  
Vermont Department of Health

## **ADDENDUM B:**

To: Board of Health  
From: Bill Ward  
Date: 2-20-13  
Subject: Code Enforcement update from the Health Officer for February

### **Operations:**

#### **Inspections**

The 1 month total of Minimum Housing inspections for January 2013 was 207 units. This number is lower than the monthly target number of 250. This is due to the fact that most of the remaining uninspected units in the city are single units. This factor increases the time needed for scheduling, travel between inspections and paperwork associated with individual units. Larger units with 4, 6, 8 or more units can be conducted in one site visit with one report. We've completed nearly all multiple occupancy units at this point and have a short list of remaining uninspected units. We set out to inspect 3,000 units as an annual goal for 2012 and needed 371 days to make the 3,000 total. We expect to exceed the 3,000 unit goal for 2013.

#### **Safety concern**

One rental unit was declared unfit for habitation since our last BOH meeting. The inspection was conducted on the day a complaint was received about a hazard at a rental unit. The pearl street property was found to have a large section of plaster which fell from the ceiling. The remaining plaster was cracked throughout the bedroom and the conditions appeared to be hazardous. The rental unit was deemed dangerous and unfit for human habitation due to

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these conditions. The tenants were advised of their relocation rights under Burlington City ordinance and the property owner was ordered to make immediate repairs and certify the ceiling as safe prior to the order being lifted.



View of bedroom from doorway



Close-up of damaged ceiling area

### Key projects for February/March

### **“SeeClickFix”**

See Click Fix which I previously demonstrated to the BOH continues to be an effective tool for citizen engagement with Code Enforcement. I worked with Ron Redmond’s Staff in January and now have included the Church Street Marketplace on the reportable issues field. More departments could come on line in the coming months. You will find an attached year to date report on the issues reported/acknowledged and fixed under Code Enforcement/Health officer responsibilities.

### Budget

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Our revenue for the Code Enforcement office is slightly above projections at this point in the fiscal year. Our expenses are lower than projections for this point of the fiscal year. Our rental billing goes out to landlords by March 1<sup>st</sup> and is due back by April 1, 2013. The rental billing accounts for approximately \$650,000 of our \$935,000 annual budget. Our administrative staff works exceptionally hard during the rental billing cycle.

**Upcoming noteworthy dates in March**

**March 14, 2013-** BOH meeting. I will be unable to attend the March BOH meeting. I will be out of the office on Tuesday March 12 through Friday March 15<sup>th</sup>.

On **March 30, 2013** the Code Enforcement office expects to announce a staff first. On that date, the office will have been fully staffed for a 12 month period with the same staff members. Our records indicate it will be the first time that has occurred in many years and possibly in the history of the department. I believe this fact is in part responsible for our continued success in meeting goals and maintaining consistency in our inspection efforts. We have an excellent staff and the City of Burlington is fortunate to have the group we have assembled!

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## Burlington, VT

Between Oct 01, 2012 and Jan 10, 2013

182 issues were opened

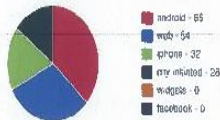
180 issues were acknowledged

171 issues were closed

The average time to acknowledge was 0.1 days.

The average time to close was 2.1 days.

Issues by Source



SERVICE REQUEST	OPEN	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Trash or Illegal Dumping	130	129	121	0.1	1.8
Other	35	34	35	0.1	3.7
Parking on lawns or yards	15	15	15	0.0	0.7
Sidewalks	2	2	0	0.1	0.0

GEOGRAPHY	OPEN	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
City of Burlington	182	180	171	0.1	2.1

Oct 01, 2012 to Jan 10, 2013

1 of 1



### CODE ENFORCEMENT OFFICE

645A Pine St, PO Box 849  
Burlington, VT 05402-0849  
VOICE (802) 863-0442  
FAX: (802) 652-4221

### FOR IMMEDIATE RELEASE

January 10, 2013

Contact: William Ward  
(802) 881-4696

### City of Burlington Designated Top Performing City in SeeClickFix Overnight National Ranking

**Burlington** - The City of Burlington was designated the top performing city in an overnight national ranking by SeeClickFix. Burlington's Department of Code Enforcement began using the SeeClickFix innovative Web tool in October 2012 to encourage community members to report neighborhood issues online and see them get fixed in short order. SeeClickFix ranks all cities daily in an overnight tracking poll, and Burlington was designated #1 in the country on this morning's rankings chart.

"Embracing new technology like SeeClickFix already is producing results that will make Burlington a better place to live," said Mayor Miro Weinberger, who made the implementation of SeeClickFix a promise during his campaign for mayor. "I encourage our community members to keep up the good work of partnering with our hard-working Code Enforcement crew to make more far-reaching use of SeeClickFix. Stay tuned as other City departments, including BSD, Parks and Rec, and the Airport, begin to put SeeClickFix to work to further benefit our City."

SeeClickFix is a Web-based application that allows citizens to interact with city governments on a platform that permits anyone with a smartphone or Internet access to view and track responsiveness to complaints. Any citizen who sees a problem that he or she would like fixed can report the issue through the [seeclickfix.com](http://seeclickfix.com) platform to their local municipal government. The citizen reporter receives notice both when the city official acknowledges the issue and again when the issue is fixed.

SeeClickFix is used by approximately 135 cities and towns across the United States and Canada, in places like New York City, Boston, Surrey, British Columbia, San Francisco and Oakland, California.

Burlington's Department of Code Enforcement began using the tool to track and fix nuisance complaints internally in October 2012. The tool first was demonstrated publicly at the Ward 1 Neighborhood Planning Assembly in November and then to the Burlington City Council in December 2012.

Since October 1, 2012, the City of Burlington has received 182 issues reported on SeeClickFix, and 171 issues have been closed or fixed. The most common report is illegal or improper dumping of trash or furniture on the greenbelt (130 reports).

"I truly appreciate the engagement of our citizens, who've taken the time to use this exciting and effective new tool," said Bill Ward, Director of Code Enforcement. "I also want to thank my Code Enforcement team for embracing this new technology."

###

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**ADDENDUM C:**

**POPE (Pesticide Ordinance Public Education)**  
**Monday, February 11, 2013 @ 3:00 – 5:20 PM**  
**DPW – 645 Pine Street Large Conference Room**

*Attending: William Ward, Linda Ayer, Julie Hathaway, Mandy Boyers, Ross Saxton, David Casey, Jay Vos, Jurij Homziak, Lisa Hoare*

- A. Working w/ Community Health Improvement to organize a safe and healthy lawn/garden care class
  - *David Casey, Lisa Hoare, and Jurij Homziak will be presenting at Davis Auditorium April 21, 2013 from 6-7 PM*
  - *Advertise on Front Porch Forum in April*
- B. Vermont Flower Show – Pesticide Ordinance Public Education Display (March)
  - *March 1-3, 2013, POPE Display Table*
  - *Linda to check out cost*
  - *Get BOH approval at Feb 21, 2013 meeting for expenditure*
  - *Solicit volunteers from POPE, BOH, Lawn Lab Partners via Doodle Meeting Scheduler*
- D. Next Steps for Lawn Labs – Data Compilation – lab partner support
  - *Julie Hathaway will investigate working w/ Rubenstein School Students to do GIS mapping (Jarlath Hathaway)*
  - *Mandy Boyers suggested connecting with Champlain College for student interns*
  - *Ross Saxon - contacts w/ Environmental Club at St. Mikes*
  - *Jay Vos – Contacts for VT Commons School Projects*
- E. Summer Festival Events
  - *Kids Day in June*
  - *Farmers Market Weekly*
  - *Very Merry Theatre*
  - *Puppets in Education*
  - *GreenWorks in August*
  - *Vermont Farm Show – January 2014*

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- Lake Side Events – check w/ ECHO etc.

F. Collaboration expansion -

- Ross Saxon – LCI-BLUE program
  - \$250.00 grants for run off interventions to homeowners
  - (i.e. rainbarrels) currently 5-6 Burlington residences.
  - Residential and Institutional BLUE certifications available – focus on toxin free grounds and homes
- Property Management collaborations
  - *Lisa Hoare to make contact w/ John Becker with Raven Landscaping – Waterbury*
  - *Jurij Homziak – talk with Bill Ward re: work with large landowners/condo associations/property management companies to educate re: pesticide ordinance and weed and feed products*
- Continue efforts to get Bibens Ace Hardware on board (Brian Casselman?) with flyers/product recommendations
  - *Look at a campaign like the Don't P on Your Lawn*

G. Public Service Announcements & Publicity

- Work with Ross re: marketing information
- Continue with FPF postings
- Lawn Labs – people are interested – put application on line
- PESTICIDEEDUCATION.ORG as vehicle

H. BUDGET - Important to talk about this at the next meeting TBD

Other:

Reviewed copy of e-mail from Jean Markey Ducan providing historical background of the POPE task force and suggestions along with a PDF document “Children and Pesticides Don’t Mix”. <http://beyondpesticides.org/lawn/factsheets/Pesticide.children.dontmix.pdf> She is unable to attend the meetings.

State Legislature:

Representative Dean from Hartland highlighted clean water as being a priority for this legislative term. Chair of the Natural Resources Committee – Deb Markowitz

Representative Jean O’Sullivan last year expressed interest in the pesticide use issue.

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